



**Commission on Peace Officer Standards and Training**

860 Stillwater Road, Suite 100  
West Sacramento, CA 95605-1630  
[www.post.ca.gov](http://www.post.ca.gov)

Date: February 13, 2023

Bulletin: No. 2023-13

Subject: **Sherman Block Supervisory Leadership Institute – Notice of 2023 Application Period (April 1 – 30, 2023) for Sergeants and Dispatch Supervisors**

The Commission on Peace Officer Standards and Training (POST) is planning the presentation of the next cycle of classes of the Sherman Block Supervisory Leadership Institute (SBSLI) for enrollment. The SBSLI is a program designed to stimulate personal growth, leadership, and ethical decision-making in California law enforcement front-line supervisors.

To contribute to the success of SBSLI, agencies should only submit the names of first-level supervisors who meet **all** the criteria listed below to be considered for SBSLI enrollment.

Each applicant must:

- Volunteer or request to attend SBSLI (success in the SBSLI is directly related to motivated, voluntary participation).
- Agree to remain employed in law enforcement for five years after completing SBSLI.
- Currently serve as a full-time, first-level supervisory peace officer, generally the position of Supervisor or Sergeant.
- Currently serve as a full-time, first-level supervisory dispatcher, generally the position of Dispatch Supervisor or Communications Manager.
- Have two years of full-time experience supervising peace officers or dispatcher employees at the time the application is submitted.
- Have completed the POST Supervisory Course, Dispatch Supervisory Course, **or** possess a POST Supervisory Certificate.

To be considered for SBSLI attendance, each applicant must:

- Receive Chief Executive/Designee approval on attending SBSLI.
- Accept responsibility to complete reading and writing assignments between class sessions.
- Commit to attend all class sessions (three days each month for eight months).
- Take part in all learning activities through active class participation.
- Agree to conduct themselves in accordance with SBSLI policies, procedures, and expectations.

**Beginning on April 1, 2023, POST will accept applications for SBSLI. Applications must be received electronically no later than midnight on April 30, 2023. Class assignments and locations cannot be reserved. Submission of an application does NOT guarantee placement in a scheduled class. Applications will NOT be accepted after April 30, 2023.**

Agencies should submit SBSLI applications electronically via the internet using the POST Electronic Data Interchange (EDI). Applicants shall seek approval from their chain of command prior to EDI application submission. Agencies may pre-check an applicant's eligibility using the EDI system. Interested agencies that do not currently have EDI access should request access to EDI as soon as possible to ensure users can access the system in a timely manner. To obtain an access application for EDI, go to [Electronic Data Interchange](#). Once the application has been received in EDI the applicant will be placed on the list to attend an SBSLI class. The student will only be notified when they are selected for an SBSLI class.

Pertinent information about the Sherman Block Supervisory Leadership Institute is available on the [POST Website](#). Attached are SBSLI Open Enrollment FAQs. Other questions may be directed to [Jim Katapodis](#) at [\(916\) 204-5587](#).

MANUEL ALVAREZ, JR.  
Executive Director

MA:jk

Attachment: SBSLI Open Enrollment FAQs

## **SHERMAN BLOCK SUPERVISORY LEADERSHIP INSTITUTE**

### **Open Enrollment Frequently Asked Questions**

#### **When is POST accepting applications or having open enrollment?**

ALL qualified applications will be accepted starting April 1, 2023, at 12:01 a.m. through April 30, 2023, at 11:59 p.m.

#### **How do I apply?**

Applications will be accepted through EDI. If you do not have EDI access, please contact your agency's training manager.

#### **Do I need to reapply for each open enrollment period?**

No need to reapply. Applicants not selected to attend a SBSLI course in the previous open enrollment period will continue to be in the application pool.

#### **When will I know if I am accepted into SBSLI?**

Once you have completed your SBSLI application, you will be placed on an eligibility list. Our course presenter will notify you when a class becomes available. SBSLI acceptance is ongoing as the classes become available. Please do not contact POST staff to inquire about your SBSLI application status.

#### **What if my agency does not have EDI access?**

Complete the [EDI Presenter Access Application](#) (pdf) and fax the completed EDI application to POST at the number indicated on the EDI application, or email it to [EDI@post.ca.gov](mailto:EDI@post.ca.gov).

#### **What are the minimum application requirements?**

To be considered for SBSLI enrollment each applicant must meet the following criteria at the time of application:

- Is currently serving as a first-level supervisory peace officer (generally the position of Supervisor or Sergeant).
- Is currently serving as a first-level supervisory dispatcher (generally the position of Dispatch Supervisor).
- Has completed two years of full-time experience supervising peace officers or dispatchers at the time of application.
- Must have a Notice of Appointment (NOAT) in EDI showing two years of experience.
- Time served as an acting first-level supervisory peace officer will not be accepted.
- Has completed the POST Supervisory Course or has been awarded a POST Supervisory Certificate or the Dispatch Supervisors Course or equivalency.
- Agrees to remain in law enforcement for five years after SBSLI graduation.

#### **What are some common problems when submitting an application through EDI?**

## SBSLI Open Enrollment FAQs

There are several possible reasons that an applicant may be listed as ineligible. The following are some scenarios and recommendations:

### **Incorrect Rank**

Often, applicants are shown as not being qualified if the agency neglected to send a NOAT to POST upon promotion to the first-level supervisory rank. The agency should check the profile of the individual and then submit a NOAT immediately to remedy the situation.

### **Incorrect Rank Date**

It is also possible that the rank date for appointment to first-level supervisor may have been incorrectly entered. The profile for the individual should be checked to ensure it is correct. If it is not correct, please contact the [EDI Helpdesk](#) at [\(916\) 227-4357](tel:9162274357) to have it corrected.

### **Incorrect or Missing Basic Supervisory Course Roster**

Completion of the Supervisory Course is indicated on POST rosters; however, occasionally a roster has not been received or the student ID was incorrectly noted, and credit for completion was recorded under another student's ID. Agencies should check the applicant's POST Profile to be sure that completion of the course is noted. Agencies that are able to update NOAT information via EDI may update the data as needed to correct discrepancies. Contact the [EDI Helpdesk](#) at [\(916\) 227-4357](tel:9162274357) for further assistance.

If you have further questions, contact [Jim Katapodis](#) at [\(916\) 204-5587](tel:9162045587).